FRIENDS OF SOUTH WARRINGTON IN STOCKTON HEATH (SWISH) LIBRARY PRIVACY POLICY

The Friends of SWISH Library collects and uses certain types of information about members and other interested parties in order to inform about and publicise its activities.

Control of data

The Friends Group has reviewed its procedures for collection, storage and use of information in order to ensure compliance with the General Data Protection Regulations which came into force on 25 May 2018. The Executive Committee is the identified Data Controller which oversees the processing of all information collected. The data is processed by the Membership Secretary who can be contacted on secretary@libraryfriendsswish.org.uk.
The SWISH Library Friends also has a Data Protection Policy which can be viewed on our website at www.libraryfriendsswish.org.uk.

What information is collected?

The information collected from members is their name, postal address, telephone number, email address and any particular interests relating to the Friends of SWISH Library activities.
The SWISH Library Friends does not normally collect any information which is defined as sensitive by the Act (eg ethnicity).
New members are invited to complete a membership form with the personal information mentioned above. This form requires them to consent to the Friends collecting and holding the information provided. These details are transferred to a password protected database held by the Membership Secretary.
Children under 16 require the consent of a parent or guardian to become members.

How is this information used

A separate contact list of members with names and email address only is held on the computer of the Secretary and is used for the purpose of informing members of events, meetings, activities and news updates about the Friends group. Information may also be sent to members about a small number of additional activities run by other related organisations, (eg Livewire) in the area.
Email alerts are sent out with email addresses in Blind Copy format to avoid general disclosure of the addresses. For members without an email address, alternative communication routes may be agreed on an individual basis, eg use of text message.
No email addresses have been or will be given to any other organisation without the specific consent of the individual member.
Emails to arrange meetings between the members of the Committee may be in Open format.

Your right to view, amend or remove your data from our list

At any time you have the right to have your data removed from our lists. Members may contact the Secretary by email if they wish to view or change our record of their details or no longer want us to store their information, in which case it will be removed. If a person ceases to become a member, it will also be removed.
Members will be contacted annually to remind them that they are able to contact us if they wish to discontinue their membership.

Data Controller September 2018